

YOUTH SERVICES POLICY

Title: Demographic and Management Reports Next Annual Review Date:	Type: A. Administrative Sub Type: 5. Information Services Number: A.5.5
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References: Juvenile Information and Records Management System 2 (JIRMS2); and DYS Case Management System	
STATUS: Approved	
Approved By: Simon Gonsoulin, Deputy Secretary	Date of Approval: 04/27/2005

1. **AUTHORITY:**

Deputy Secretary of Youth Services as contained in La. R.S.36:405.

2. **PURPOSE:**

To establish the Deputy Secretary's policy regarding the development, maintenance and production of demographic population information and general management reports.

3. **APPLICABILITY:**

Undersecretary or designee, Assistant Secretary, the Corrections Services Office of Information Services (OIS) and all employees involved in providing information as noted on the "Demographic and Managements Reports" document [Attachment A.5.5 (a)].

4. **POLICY:**

It is the Deputy Secretary's policy to produce accurate and useful demographic population profiles and management reports on an on-going basis. These documents are described in the "Demographic and Management Reports" document which will be the official reference source of such information for Youth Services (YS).

5. **PROCEDURES:**

- A. Reports will be developed, maintained and produced, as designated, by the "responsible party" on the "Demographic and Management Reports for Youth Services" document.

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- B. Changes to the "Demographic and Management Reports" document will be accomplished through revision to this policy.

Previous Regulation/Policy Number: A-05-006 / A.5.5
Previous Effective Date: 07/15/1998



Attachments/References: A.5.5 (a) Demographic and Management Reports.pdf